

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current position. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form. Supervisors must complete this form for each category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
AVIATION SAFETY PROGRAM OFFICE					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
Overview of the Aviation Safety Program Office and Program Plan	On-the-job review	Within 2 weeks of employment	2 hours	NA	
Overview of the LaRC LMS web site	Tutorial by OUM or Alternate or Designate	Within 2 weeks of employment	1 hour	As web site is significantly changed, employee is responsible to review	
LMS Policy Manual	OJT, access via web site	Within first month	1 Hour	As document is updated	
Aviation Safety Program Office Organizational Unit Plan	OJT, access via web site	Within first month	1 Hour	As document is updated	
LMS Center Procedures used by Aviation Safety Program Office	OJT, access via web site	Within first month	1 Hour	As procedures are updated	
Aviation Safety Program Office LMS Organizational Procedures and Tasks	OJT, access via web site	Within first month	1 Hour	As procedures/tasks are updated	
Overview of POSTDOC software system and AvSPO Electronic Documentation	On-the-job training, facilitated by program personnel	Within first month	1 Hour	NA	
Overview of Configuration Management System	Briefing by program personnel	Within first 3 months	1 Hour	As system is changed	
PROGRAM ANALYSTS					
Overview of NPG 7120.5A NASA Program and Project Management Requirements	Classroom lecture, video, or equivalent	As first class is offered after employee is hired or within 1 month after hired if video or equivalent is required	8 hours or length of video/equivalent	As document is updated	

Form Content Revision (date) 7/30/99

Overview of the Electronic Purchase Request System	Classroom lecture	Within the first months	4 hours	As software is updated	
Familiarization with the Business Data System (called BDSD)	On-the-job training	Within the first month	4 Hours	As software is updated	
PROGRAM MANAGERS					
Overview of NPG 7120.5A NASA Program and Project Management Requirements	Classroom lecture, video, or equivalent	As first class is offered after employee is hired or within 1 month after hired if video or equivalent is required	8 hours or length of video/equivalent	As document is updated	
SECRETARIES					
Overview of NPG 1441.1C Record Retention Schedules	Classroom lecture	Within first 6 months	2 hours	As policy guidance changes	
Overview of Bank Card Reconciliation System	Classroom lecture	Within the first 3 months	4 hours	As procedures or contract changes	
Overview of the Electronic Purchase Request System	Classroom lecture	Within the first 3 months	4 hours	As software is updated	
Overview of the Time and Attendance System	Classroom lecture	Within the first month	4 hours	As software is updated	
Overview of the travel Request Process	On-the-job training	Within the first month	4 Hours	NA	
Introduction to Microsoft Office—Word, PowerPoint, and Excel	Classroom lecture	Within first 3 months of employment	24 Hours - 8 for each application	NA	
Introduction to the World Wide Web	Classroom lecture	Within 2 months of employment	4 Hours	NA	